

**VOUCHER EXAMINER FSN-7/FP-7  
VACANCY ANNOUNCEMENT 16/03/12**

**MAJOR DUTIES AND RESPONSIBILITIES**

**TIME: 45%**

A. Payments: Examines and processes Various kinds of payments

1. Travel: Processes travel advances and reimbursement vouchers for invitation travelers, USDH and their dependents, and Locally Employed (LE) Staff employees. Incumbent determines allowable expenses based on the prevailing USG regulations at the time of the travel and post policies. Examines a variety of lodging, car rental, laundry and other miscellaneous receipts to determine proper travel reimbursement amounts or to justify disallowances as appropriate. 2. Corporate USG Travel Credit Card: Audits and examines bank statement of account and individual supporting documentation for the monthly preparation and process of the USG travel card for air tickets purchased by the mission. Maintains appropriate working files and spreadsheets to facilitate payment processing and to enable FMO accountants with readily available information on post funded travel authorizations liquidation status. 3. Rental: Processes quarterly rental payments for short-term leased properties. Determines the amount to be paid to the landlords applying corresponding rental deductions in conjunction with GSO Housing Unit and corresponding agencies admin officials. 4. Transportation: Audits invoices and processes payments for incoming and outgoing household effects, private owned vehicles, and airfreight shipments of all US Mission employees. 5. Medical: Processes payments for medical related purchase orders, American and local personnel medical examinations, hospitalizations, and laboratory tests. Maintains liaison with the Embassy's Health Unit to ensure that the fiscal cite authorization is available from MED/W. 6. NAMRU: Responsible for the data input into RFMS/M system of non-cashier vouchers for NAMRU-6 Agency. 7. Grants. 8. WHA Non-post held funds: Responsible for processing grant payments. 9. Corporate Purchase Card: Audits and examines bank statement of account and individual supporting reconciliation documentation provided by card holders on a monthly basis. Maintains appropriate working files and spreadsheets to facilitate payment processing and to enable FMO accountants with readily available information on post funded credit card orders liquidation status. 10. Vendors: Audits and processes difficult and complex invoices received due to the purchase of a variety of goods and services supported by purchase orders, blanket purchase agreements, contracts, and other procurement obligating documents for all serviced and non-serviced agencies. Payments include, but are not limited to, payments for cleaning, maintenance, gardening, building elevators, vehicle insurance, and local guard program contracts, US Government properties remodeling, courier, supplies, equipment, subscriptions, CODELs and other special visits, special events such as 4th of July event, and other services such as INL incentive and projects, police stipends. Obtains missing documents and notifies the LE Staff Certifying Officer when assistance is required in obtaining any missing document. Provides payment information to vendors and serviced agencies as needed. Maintains vendor correspondence files for information purposes. Incumbent will have to ensure not only proper payment of invoices, but timely check delivery to vendors in order to meet payment deadlines and to avoid penalties. 11. Telecommunications: Processes a variety of different types of telephone voucher payments on a monthly basis. Telephone payments such as: switchboard telephone services, direct lines, cellular, blackberries, Nextel (radios), internet, virtual private network, global phone, IVG lines, and vacant houses phone bills. Acts as liaison with GSO and IPC to coordinate any issues regarding the above mentioned telephone payments for all agencies. 12. Utilities: Utilities and bottled water bills received due to the purchase of services for all Government Owned and short-term leased properties. Responsible of paying water, electricity and gas through the PPP (Prime Pay

Process) on a timely manner in order to avoid service cuts. Acts as liaison with GSO to coordinate any issues regarding the above mentioned utility payments for all agencies. 13. Allowances: Audits and processes payments for USDH and USPSC dependent's school invoices, audits school invoices and employee reimbursement claims to ensure accurate and authorized expenditures in accordance with the Standardized Regulations. Maintains files and records of all SF-1190 authorizations, SNEA authorization cables, supplementary education allowance authorizing letters and other education allowance related documentation for future allowances. Assists budget analysts in the section in the preparation of education allowance reference. Submits accurate and timely education allowance reports annually to the Office of budget data calls. 14. Official Residence Expenses (ORE): Processes salary payments including extra day payments, vacations, ESSALUD benefits and severance if applicable based on HR Section computation in compliance with corresponding individual ORE contracts. Reviews all reimbursement claims submitted by the Ambassador and DCM to ensure that they merit reimbursement according to the 3 FAM and Standardized Regulations. Maintains files and records of all ORE employees voucher payments for future reference. 15. Prompt Payment Act: Scrutinizes the vendor invoices for compliance with the Prompt Payment Act. Review the invoices to ensure all items are complete and accurate, and will notify vendors or other offices if information is incomplete or inaccurate. 16. Logging of Certified Vouchers: receives certified vouchers from the certifying officers, and logs them into the voucher tracking database application and/or invoice log databases. Incumbent will file the voucher as required.

**TIME: 20%**

**B. Reimbursements**

1. VAT Reimbursement Process: Prepares documentation for the Value Added Tax (IGV) claims submitted on behalf of the U.S. Embassy to the Ministry of Foreign Affairs and SUNAT for refund purposes. Process includes, but is not limited to the following duties: a) Preparation of diplomatic notes and necessary correspondence to the Ministry of Foreign Affairs to maintain current the Database kept by them on official USG properties and accredited personnel information needed for the IGV reimbursement process; b) Compilation of the original paid invoices containing IGV amounts for items subject to IGV reimbursement process in accordance with the Peruvian decree laws; c) Compilation of the U.S. Government funded international tickets purchased by the U.S. Embassy, which are also subject to the IGV reimbursement process according to the host government law; d) completion of host government official forms required to present IGV claims; e) preparation of summary report to record the amount and fund cites of each individual IGV claim submitted for IGV reimbursement - this procedure ensures that later the IGV refunded amounts are properly credited back to the fund sites from which payments were made; f) delivers the completed IGV documentation to the Ministry of Foreign Affairs and SUNAT office; g) keeps track of submitted documentation; h) completes follow-up actions to ensure proper and timely IGV reimbursement for the U.S. Embassy; i) picks-up the check issued by the host government as refund of the UIGV submitted claims; j) delivers the check to the Cashier Office for the preparation of the OF-158 collection receipt; k) responsible for developing a good level of contact with the Peruvian government officials working in the IGV refund process. 2. Representation Vouchers: Reimburses U.S. Mission officers for representational expenses incurred based on Standardized Regulations and approved Post representation policy rates.

**TIME: 10%**

**C. Accounts Receivable - Duties include recording and monthly reporting**

1. Medical: Responsible for collection of medical reimbursements owed to the Embassy in lieu of payment of medical invoices within Health Insurance Plan for local and overseas hired staff. 2. Personal phone calls: Maintains accounts receivable records for proper billing of personal telephone long distance calls made by mission employees from official lines and of penalty fees for broken/lost cell

phones. 3. Travel: Responsible for collecting accounts receivable from travelers as a result of unused travel advances.

**TIME: 10%**

D VAT reimbursement Data Entry

As part of the VAT reimbursement process, this position performs data entry to the FMO VAT Application related to reimbursable sales taxes on utility bills for government owned properties, reimbursable sales taxes for air tickets, local guard program invoices, fuel (Petroperú) and reimbursable telephone bills for government owned properties.

**TIME: 5%**

E. Other duties

1. Suspense Deposit Accounts: payments made based on SDA established obligations. 2. ICASS Workload Counts: Compiles and assists ICASS responsible employee in the annual process of reporting ICASS Workload counts to Post ICASS Council. 3. FMO Utilities Application Maintenance: using Housing Unit reports such as, Housing Boards, Move-ins, Move-Outs, E-mails and HR reports of arrivals and departures. 4. Incumbent must also keep updated the list of building maintenance administration contacts and payment information for each administration. 5. Utilizes several database systems designed by the U.S. Government, including COAST, ARIBA, voucher tracking log and Invoice Log. 6. Maintains filing of utilities vendor correspondence and monthly summary reports for utilities payments. 7. Prepares a monthly report for the LE Staff Certifying Officer on the payment status of all bills. 8. Performs other work as assigned in support of special projects and events.

**TIME: 5%**

F. Post Support Unit (PSU)

Responsible for the processing and submission of vouchers to the RM/GFS Charleston Post Support Unit. PSU will process the submitted voucher in RM/M and certify the payment. The voucher examiner will submit the voucher as described in FMO's Standard Operating Procedure (SOP) for PSU vouchers.

**TIME: 5%**

Back-up duties

Performs back-up duties for other voucher examiners as indicated by the supervisors.